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GENERAL CONFERENCE

First special session
Vienna, 30 March 1993

ADVANCE INFORMATION FOR PARTICIPANTS

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I. ORGANIZATION OF THE CONFERENCE

Date and place of the Conference

1. The first special session of the General Conference will be held for one day on 30 March 1993. The Conference will meet in the Austria Center Vienna (ACV), Am Hubertusdamm 6, 1220 Vienna, which is located next to the Vienna International Centre (VIC).

Opening of the Conference

2. The first special session will open on Tuesday, 30 March 1993, at 10 a.m., in Conference Room F, which is on the ground floor of the ACV.

Seating arrangements

3. Delegations will be seated in English alphabetical order. The name of Bolivia has been drawn by lot and the delegation of that Member State will therefore sit at the extreme right of the front row as seen from the podium (Conference Room F).

Secretariat of the Conference

4. The Executive Secretary of the first special session of the General Conference is Mr. A. Kayalar, the Deputy Executive Secretary of the Conference, Ms. A. Dahl and the Assistant Executive Secretary, Ms. E. Burke. Their offices are located on the ground floor of the ACV.

Agenda

5. The provisional agenda for the first special session of the Conference is contained in document GC/S.1/1/Rev.1 and should be read in conjunction with the annotated provisional agenda (GC/S.1/1/Rev.1/Add.1).

Note: The present document contains information concerning the General Conference that was available at the time of printing. Further announcements as well as detailed information on room allocation and phone extensions will be contained in the Journal.

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List of participants

6. A provisional list of participants will be available on the day of the Conference. The list will be revised at a later date. Governments and organizations are requested to supply the names and titles of the members of their delegations in good time, and preferably by 1 March 1993.

7. Delegations are requested to notify, in writing, the staff at the Registration Desk (ground floor, ACV), or the Conference Secretariat (ground floor, ACV) of any subsequent changes in the information entered on the registration form (see also para. 10 below), in order that the records for the "List of participants" may be kept up to date.

Credentials

8. Credentials of the representatives of the Members of the Organization, issued either by the Head of State or Government or by the Minister for Foreign Affairs, and the names of other persons constituting the Members' delegations should reach the Executive Secretary of the Conference by Monday, 22 March 1993. Credentials should be sent to the Executive Secretary of the Conference, Mr. A. Kayalar, UNIDO, Vienna International Centre, Room D2144, P.O. Box 300, A-1400 Vienna.

9. Representatives who have been unable to submit their credentials before the deadline referred to in paragraph 8 above are requested to deposit them at the Registration Desk at the ACV, which will open on Saturday, 27 March 1993, at noon (please see para. 10 below). In view of the short duration of the session, representatives are urged to submit their credentials and related information concerning the composition of delegations before 9 a.m. on Tuesday, 30 March 1993.

Registration

10. Participants may register at the Registration Desk at the ACV on Saturday, 27 March 1993, between noon and 6 p.m., and on Sunday, 28 March 1993, from 10 a.m. to 6 p.m. Registration will continue on Monday, 29 March 1993, through the close of the Conference's session on Tuesday, 30 March 1993 at the ACV Registration Desk. All participants, including members of Permanent Missions to UNIDO, are invited to present themselves personally at the Registration Desk and to complete the necessary registration forms as soon as possible on arrival in order to ensure the accurate inclusion of their names in the final list of participants. Delegates to the resumed tenth session of the Industrial Development Board on 29 March 1993 who are also participating in the special session of the Conference may register simultaneously for both sessions.

11. Registration will only be effected for those delegates whose names have been communicated to the Secretariat in an official letter (see para. 6 above). In the case of observers, a letter from the organization concerned is sufficient. Any queries relating to registration will be referred to the Office of the Executive Secretary of the Conference.

Badges

12. Each participant will require a badge for entry into the ACV during the session. Badges will be issued by the staff at the Registration Desk to those designated participants who are not already in possession of a valid VIC grounds pass. The badges should be worn visibly at all times in the conference areas. Badges issued for the Conference will also be valid for entering the VIC.

Conference rooms available

13. The following conference rooms are available:

Room	Purpose
Conference Room F (ACV)	Plenary
Rooms E 557/8, F 244, U 451 (ACV)	Group meetings
Conference Rooms I, VII (VIC)	Group meetings

Simultaneous interpretation

14. Each seat in Conference Room F will be provided with a simultaneous interpretation receiving set and headphones. Participants are earnestly requested not to remove the portable receiving sets and headphones at the end of the meeting so that they can be checked and, if necessary, adjusted before the next meeting takes place.

15. Speeches made in any of the official languages (Arabic, Chinese, English, French, Russian, Spanish) will be interpreted into the other official languages.

16. A participant may make a speech in a language other than the official languages. In this case, however, the speaker must provide for interpretation into one of the official languages. Interpretation into the other official languages will then be provided by the Secretariat's official interpreters.

Sound recordings

17. Sound recordings will be made of the meetings of the Plenary. Delegations wishing to listen to the sound recordings should address their requests to the Office of the Officer-in-Charge, Meetings Planning and Interpretation Service.

Requests for meetings

18. Within the limits of space and services available, every effort will be made to accommodate groups of delegations wishing to meet. Requests for such meetings should be made to the Office of the Officer-in-Charge, Meetings Planning and Interpretation Service.

Journal

19. The Journal of the Conference will be issued in English, French and Spanish. Communications for inclusion in the Journal should be sent to its Editor, Ms. K. Tashan, UNIDO, Vienna International Centre, Room D2144, P.O. Box 300, A-1400 Vienna.

Documents distribution

20. The documents of the Conference will be available in Arabic, Chinese, English, French, Russian and Spanish.

21. During the Conference, documents may be collected from the Documents Distribution Counter (outside Conference Room E, ground floor, ACV) where each delegation will have a pigeon-hole.

Summary records

22. Summary records will be issued in all official languages after the session.

23. Summary records convey the proceedings in a concise, abbreviated form and are not intended to reproduce statements textually. They need not refer specifically to each intervention as in a verbatim record of a meeting.

24. The records are prepared by the Secretariat and are, once issued as general distribution documents bearing a mast-head, subject to correction by delegations. All corrections received will be issued in a consolidated corrigendum after the Conference. Corrections to summary records should not cover points of style or include lengthy additions that would disturb the general equilibrium of the summary records.

25. Corrections to the summary records should be sent, under the signature of the delegation concerned, to the Head, Translation Service, Room D0748, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna. Corrections should be indicated in a memorandum and/or be incorporated into the relevant summary record. If no memorandum is sent, the front page of the corrected summary record should bear the signature and title of an authorized official of the delegation concerned.

II. SERVICES

Delegates' Aide

26. The Delegates' Aide (ACV, ground floor) will give general information about the Conference, such as the location of meeting rooms and offices, telephone extensions and the various services. The Aide will take messages for participants, arrange for them to be paged when necessary, and provide a lost-and-found service.

Press accreditation

27. Inquiries about press accreditation should be addressed to the Public Relations and Information Section, Room D0417, UNIDO, Vienna International Centre, P.O. Box 300, A-1400 Vienna.

First aid

28. Emergency medical attention is obtainable in the Medical Service at the VIC from 8.30 a.m. to 5 p.m. (Buiding F, seventh floor, telephone number 21131, ext. 2222). For emergency assistance at other times, apply to the security officers at the VIC (telephone number 21131, ext. 99).

Travel arrangements

29. American Express, the official travel service of UNIDO, is at the disposal of participants requiring assistance with such matters as travel, sightseeing, car rental and excursions. It is located in room FOE01 (VIC) and is open from 8.30 a.m. to 5 p.m.

Access to the ACV

30. Entry to the ACV is from the Hubertusdamm. Parking space is reserved on parking decks 2 and 3 of the ACV for cars displaying a label issued at the Registration Desk and for cars with a VIC parking sticker.

III. OTHER INFORMATION

Reservation of hotel rooms

31. The Secretariat regrets that it is not in a position to assist delegates in making hotel reservations. Delegates are advised to reserve accommodations as far in advance as possible and to make their bookings either directly with the hotel concerned or through their Permanent Mission or Embassy/Consulate in Vienna.

Currency

32. Bank notes, travellers' cheques and letters of credit may be brought into Austria without restriction but, as not all currencies are in equal demand, a few may not be easily convertible. Departing visitors may take with them the foreign currency and securities they brought into Austria and up to AS 100,000 in Austrian currency. It is recommended that Conference participants keep the receipts relating to all major currency exchange transactions in case they need to re-exchange currencies on their departure from Austria.

VIC Commissary

33. In accordance with the Commissary Agreement between UNIDO and the Austrian Government, the heads of delegations of Member States participating in the Conference are entitled to commissary cards for the duration of the session.

34. Any questions in connection with the issuing of commissary cards to the heads of delegations should be directed to the staff of the ACV Registration Desk.